

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU



FORM

SA-511191A**2001 SERVICE ANNUAL SURVEY****Greeting Card Publishers****DUE
DATE** ➡

NOTICE — Your report to the Census Bureau is **confidential** by law (Title 13, U.S. Code). It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

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T**RETURN COMPLETED FORM TO**

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001

Any questions call
1-800-772-7851 weekdays,
8:30 a.m. to 5:00 p.m. EST

(Please correct any error in name, address, or ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

Item 1 SURVEY COVERAGE

This report covers all domestic locations operated by your company and its subsidiaries primarily engaged in publishing greeting cards. These locations may publish works in print or electronic form.

Does the above coverage describe this firm's business activity?

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1 ☐ Yes – Continue with Item 32 ☐ No – Specify your business activity and continue with Item 3 ➡

0002

Item 2 NOT APPLICABLE TO THIS FORM**Item 3 REPORT PERIOD**

Mark (X) the one box which best describes the period covered by your report.

0006

1 ☐ Calendar year – Go to Item 4A

If the data reported are for a period other than the "calendar year," please enter the beginning and ending dates.

2 ☐ Fiscal year3 ☐ Less than 12 months } ➡**From****To****2001**

Month

Day

Year

0007

0008

Item 4A REVENUE		An estimate is acceptable if a book figure is not available.	Key code	2001			
				Bil.	Mil.	Thou.	Dol.
Report all revenue before any items of cost or expenses are deducted, but after allowances for cash or other discounts, advertising agency commissions, newsstand and other courier commissions, etc.							
Exclude intracompany transfers.							
Enter "0" in items where applicable.							
Do Not combine data for two or more detail lines.							
Line 2 – Other card publishing — Report revenue from the sale of picture postcards, sports and other trading cards, souvenir cards, etc.		1. Greeting card publishing	1162				
		2. Other card publishing	1187				
		3. Calendar publishing	1138				
		4. Map and atlas publishing	1180				
		5. Pattern publishing	1196				
Line 5 – Pattern publishing — Report revenue from the sale of clothing patterns.		6. Other miscellaneous publishing — <i>Specify</i> ↗					
		1169					
Line 7 – Contract printing services — Report revenue from printing publications of any type for others. Examples include books, magazines, pamphlets, posters, and calendars.		7. Contract printing services	604				
		8. Sale or licensing of rights to content	639				
		9. Sale of advertising space	1239				
		10. Rental or sale of mailing lists	1231				
		11. Publishing services for others	1224				
Line 11 – Publishing services for others — Publishing of newspapers, books, periodicals, journals, etc., for others (including self-publishing authors) who maintain copyright and editorial control. Vanity book publishing is included as well as technical services related to publishing such as editing, proofreading, content development, research and writing, and word processing. The services may be bundled or separate. Printing and distribution services provided in combination with activities listed above are included. Exclude graphic design services.		12. Other services revenue – <i>Specify</i> ↗					
		1163					
		749					
		13. TOTAL REVENUE	002				

Item 4B EXPORTS		An estimate is acceptable if a book figure is not available.	Key code	2001			
				Bil.	Mil.	Thou.	Dol.
<p>Note — An export is a tangible or intangible product (e.g., good, license agreement, reproduction right, service) that is sold or transferred to a customer or client (individual, government, business establishment, etc.) located outside the United States (i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Include products transferred to, sold to, or services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.). Exclude products provided to domestic subsidiaries of foreign firms.</p>							
<p>Did the revenue reported in Item 4A include any amounts received for exported services or products?</p> <p>0009 1 <input type="checkbox"/> Yes —————→</p> <p>2 <input type="checkbox"/> No</p>			004				

Item 4C E-COMMERCE RECEIPTS/REVENUE		An estimate is acceptable if a book figure is not available.	Key code	2001			
				Bil.	Mil.	Thou.	Dol.
<p>Report sales and receipts from any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods and services may or may not be made online. Please see the General Instruction sheet for further clarification before completing this item.</p>							
<p>1. Did your firm have e-commerce receipts/revenue during 2001?</p> <p>0011 1 <input type="checkbox"/> Yes — <i>Enter the date your firm began e-commerce sales.</i> —————→</p> <p>2 <input type="checkbox"/> No — <i>Continue to Item 4D.</i></p>		Month (i.e., June=06)	Year (i.e., 2001=01)				
<p>2. What was your firm's e-commerce receipts/revenue for 2001? (Include e-commerce receipts/revenue in Item 4A. Exclude sales taxes.) —————→</p>			005				

Item 4D PURCHASED PRINTING EXPENSES		An estimate is acceptable if a book figure is not available.	Key code	2001			
				Bil.	Mil.	Thou.	Dol.
Report cost of purchased printing —————→			620				

Item 4E INVENTORIES AT END OF YEAR (DECEMBER 31, 2001)		An estimate is acceptable if a book figure is not available.	Key code	2001			
				Bil.	Mil.	Thou.	Dol.
Report inventories at cost or market value using generally accepted accounting methods.		a. Finished goods and work-in-process	621				
		b. Materials, supplies, fuel, etc.	622				
		c. TOTAL inventories	623				

Item 5 SALES TAXES AND OTHER TAXES

Were sales taxes or other taxes (i.e. amusement, occupancy, use, etc.) collected from customers and forwarded directly to taxing authorities?

- 0077 1 ☐ Yes – Report the amount of such taxes →
 2 ☐ No – Continue to Item 6.

Key code	2001			
	Bil.	Mil.	Thou.	Dol.
007				

Item 6 NUMBER OF LOCATIONS**2001
Number**

0012

Enter the total number of service locations covered by this report as of December 31, 2001. →

Item 7 OWNERSHIP OR CONTROL

0014 Name of owning or controlling company

- a. Does another firm own more than 50 percent of the voting stock or have the power to control the management and policies of this company?

- 0013 1 ☐ Yes →
 2 ☐ No

Number and street

City, State, and ZIP Code

EIN →

0015

-

- b. Did this firm acquire or merge with another company during 2001?

- 0016 1 ☐ Yes →
 2 ☐ No

0017 Name of company acquired or merged with

Number and street

City, State, and ZIP Code

Date of merger
or acquisition →

0018

Month

Year

EIN →

0019

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Item 8 REMARKS – Please use this space for any explanations that may be helpful in understanding your reported data. For any separate correspondence pertaining to this report, please include the IDENTIFICATION number shown in the address label area or at the top of the page.

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Public reporting burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0422, Room 3110, FB 3, U.S. Census Bureau, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0422" as the subject. PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of this form.

Item 9 CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

0020 Name of person completing this report – Please print	0021 Address (Number and street, city, State, ZIP Code)	0022 Telephone Area code Number Extension
Signature of authorized person		0023 Fax Area code Number Extension
0024 Title	0025 Date	0026 E-mail address

**Please return the completed form in the enclosed envelope.
 If you prefer, you may fax the completed form to 1-800-447-4613.**

SERVICE ANNUAL SURVEY INFORMATION SECTOR GENERAL INSTRUCTIONS

Your report should be completed and returned in the preaddressed envelope provided on or before the due date. **If the report does not appear to apply to your kind of business or activity, describe your business or activity in Item 1 and complete the remainder of the form as accurately as possible.**

If filing within the required time frame will cause an undue burden and you would like an extension, or if you have any questions, please write to the

**U.S. Census Bureau
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Jeffersonville, IN 47132-0001**

or call our Census Bureau representative in Jeffersonville, Indiana at 1-800-772-7851, weekdays from 8:30 a.m. to 5:00 p.m., eastern time.

Always include your identification number, located in the address label, in any correspondence.

IF BOOK FIGURES ARE NOT AVAILABLE,
ESTIMATES ARE ACCEPTABLE.

Please read all instructions before making your entries.

Report data for the calendar year specified. If calendar year records are not available, we will accept fiscal year data. Please note, however, that we prefer estimates for the calendar year to book figures covering a different time period. Report all values in dollars (omit cents). Enter "0" in items where appropriate. Please do not combine data for two or more revenue lines.

For location(s) sold or acquired during the year specified, report only for the period that the location(s) were operated by this firm.

SPECIFIC INSTRUCTIONS

Revenue

Report revenue for all services rendered and any sales of merchandise for the calendar year specified, even though payment may have been received at a later date. **Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.**

Include –

- Total value of service contracts.
- Amounts received for work subcontracted to others.
- Market value of compensation in lieu of cash.
- Revenue from services performed by domestic locations for FOREIGN parent firms, subsidiaries, branches, etc.
- Dues and assessments from members and affiliates.
- Royalties, license fees, and other payments from the marketing of intangible products (e.g., licensing the use of or granting reproduction rights for software, musical compositions, and other intellectual property).

Exclude –

- Taxes (sales, amusement, occupancy, use, or other) collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Revenue from a domestic parent organization, or from franchise locations owned by others and any franchise or license fees.
- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Revenue from customers for carrying or other credit charges.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).
- Revenue from the sale of used equipment.
- Installment payments from leasing under capital, finance, or full-payout leases.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Contributions, gift, grants, and income from interest, rental of real estate, and dividends **except** for public broadcast stations and libraries.

SERVICE ANNUAL SURVEY

INFORMATION SECTOR

SPECIFIC INSTRUCTIONS – Continued

E-commerce Receipts/Revenue

(In the following instructions, online refers to any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system.)

Include –

- Revenue from online orders for goods or services placed by a buyer.
- Revenue from online services provided where charges are based on the usage of those services (e.g., commissions or fees from use of computerized reservation systems, financial transaction processing systems, etc.)
- Commissions or fees from the trading of securities or the sale of other financial products online (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-through including referral fees) through your company's Web site.
- Revenue from orders or contracts negotiated online with a buyer and seller on the price and terms for transferring ownership or the rights to use goods or services.
- Revenue from telephone transactions using interactive voice response systems.

Exclude – revenue from:

- Online billings where the order or contract was not negotiated online.
- Delivery of services online where the order or contract was not negotiated online.
- Provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access) where the order or contract for such services was not negotiated online.
- Orders for goods or services placed by facsimile machine or over switched telephone network.

Expenses (*For Libraries and Archives only*)

Report costs incurred during the survey year specified even though payments may have been made at a later date.

Include –

- Payroll and employee benefits.
- Interest and rent expenses.
- Supplies used for operating your business, cost of merchandise sold, and other expenses allocated to operations during the year.
- Contracted or purchased services.
- Fees paid to other organizations for fundraising.
- Depreciation expenses.
- Expenses of locations providing support services (e.g., repair services, administrative services, etc.) for your service establishments.

Exclude –

- Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Outlays for the purchase of real estate (land and building); for construction; for additions, major alterations, and improvements to existing facilities; and all other capital expenditures.
- Funds invested.
- Income taxes.
- Assessments (dues) paid to the parent or other chapters of the same organization.
- **For firms engaged in raising funds –** Funds which are transferred to charities or other organizations.